

1. **Call the Meeting to Order** – The meeting was called to order at 6:31 pm by President Dorothy Lange

2. **Roll Call**

Board Members Present (roll call):

Dorothy Lange, President
Georgia Schroeder -Vice President-Absent
Denice Sbertoli, Secretary
Rick Pokorny, Treasurer
Greg Stimpson – Commissioner-Absent

Staff:

Matthew Ellmann -Executive Director
Katie Iraci, Director of Finance & Administration
Ben Appler, Director of Parks & Facilities
Jan Hincapie- Director of Recreation Services
Peter Pope – Director of Golf Operations
Brittany Lynam, Recreation Supervisor

Guests: Park Ranger Coordinator Paul Wyse, his wife Erin Wyse, and their son Aiden Wyse
Alex Martel, Night Custodian at the Recreation Complex

3. **Pledge of Allegiance**

4. **Changes to Agenda (for discussion purposes only) - None**

5. **Approval of Consent Agenda Items**

- A. Approval of the Regular Board Meeting Minutes of July 27, 2021
- B. Approval of the Executive Session Minutes of July 27, 2021
- C. Approval of the monthly disbursements, totaling accounts payable: \$251,815.57
Payroll July 23, 2021: \$93,154.25; Payroll August 6, 2021: \$100,469.99

*It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli to approve the Consent Agenda items as stated on the Board Meeting Agenda for Tuesday, August 24, 2021.
ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

6. **Staff Introduction**

Executive Director Ellmann introduced the Board to Alex Martell, Night Custodian at the Recreation Complex. Alex works in the Parks Department, under the direction of Building Maintenance Coordinator, George Mangan. The Board and Staff welcomed Alex to the Park District. She thanked them for the opportunity.

7. **Written & Public Communication** – Email from Addison-Wood Dale Sharks Swim Team

Supervisor Lynam presented a letter from the Swim Team thanking the Wood Dale Park District Board and Staff for a great summer. The Board thanked Supervisor Lynam for sharing the email.

8. **New Business**

A. Honoring Retiring Employee Paul Wyse, Park Ranger Coordinator (Matthew Ellmann)

Paul Wyse, Park Ranger Coordinator announced his retirement from the Wood Dale Police Department and Wood Dale Park District. Paul has served as the coordinator for eight years in the Park Ranger program under Director Ellmann's leadership and has played a significant role in the management and advancement of the program. He took the lead with the Park Ranger Risk Management Reviews with PDRMA, the District's Risk Management Agency, and helped to improve the training program to be more engaging and

informative. He was also instrumental in advancing public relations by securing giveaways such as flashlights and balls for the rangers to distribute to residents on their patrols.

Paul always ensured that the rangers were trained and prepared for their duties. In addition, he always made sure there were rangers on site for major special events and regular shifts, and ultimately, that the parks and facilities were safe. The Board and Staff of the Wood Dale Park District would like to honor Paul Wyse for his many years of dedicated service and thank him for his contributions to the Park District and the City of Wood Dale.

Park Ranger Coordinator Paul Wyse was at the meeting with his wife, Erin and Son, Aiden. He thanked the Park District for the opportunity and praised Executive Director Ellmann for his leadership. He stated that this position was a nice change from enforcing rules as an officer. He said his job was to meet, greet and give gentle reminders. He used to be the DARE Officer earlier in his career and this job was similar in that he was able to connect with the youth and adults in the community, which he truly enjoyed. He thanked his family for their support. Members of the Board and Staff thanked him for his years of service and wished him well in his retirement. Photos were taken of Paul and the members of the Board.

B. Discussion of Recreation Complex Walking/Running Track (Brittany Lynam)

During COVID-19, in November of 2020, a fee and reservation system was implemented for the track at the Recreation Complex, which was previously a free, drop-in facility. This change was precipitated by the requirements mandated by the State of Illinois, and it allowed for staff to monitor the number of individuals on the track and helped to cover some of the additional Fitness Studio and track cleaning supply and equipment costs as the building transitioned through the "Restore Illinois" plan. The track has only been available to members of Fitness Studio since then. At the request of some members of the Board, Staff researched how other parks and recreation agencies are handling their track admission, and came forth with a recommendation for the track, going forward.

Supervisor Lynam presented the recommendation to provide the track for free to residents and to non-residents for a monthly fee of \$18. Director Hincapie explained that the non-resident fee was recommended to help defray costs associated with the Fitness Studio and track. Contrary to the recommendation presented by staff, it was the consensus of the members of the Board present that the track will be open for free to residents and non-residents. Everyone will be required to get a membership card to scan upon arrival so visits can be tracked. There will be a nominal charge for the one-time pass. Emails will be sent to current paying members who joined the Fitness Studio to use the track, and their memberships will be terminated upon request, and a new card will be issued. Staff will track the number of memberships and associated revenue that will no longer be billed on a monthly basis due to the change because some members were gained over that period of time.

C. Discussion of Auditing Services Proposal (Katie Iraci and Matthew Ellmann)

The agreement with the district's financial auditor, Certified Public Accountant Joseph Julius is expiring after the fiscal year 2021 audit. The Park District received a proposal from Joseph Julius for a two-year extension of his current agreement, covering the audit in years 2022 and 2023. The fee for fiscal year 2021 was \$18,648. In the new agreement, this amount would increase by the percentage increase of the Consumer Price Index (CPI).

Fieldwork for the fiscal year 2021 audit was scheduled to begin on Monday, August 16. However, this was postponed by the Auditor, and a new timeframe for fieldwork has not yet been scheduled. Staff recommend that the Board refrain from entering into a new agreement until the 2021 fieldwork, audit, presentation, and filing are complete. At that time, auditing services will be examined, and a recommendation will be made to initiate the discussion and decision-making process.

The deadline for filing the audit is October 27, 2021. There will be a special meeting for the Audit Presentation on October 19, 2021. Following the presentation of the audit and the filing, the Board will discuss the proposal.

9. Unfinished Business – None

10. Executive Director's Report (Matthew Ellmann)

Transwestern Annexation Update

Executive Director Ellmann gave an update on the Transwestern Land Swap and Annexation following a call with Darcy, the District's representative with Transwestern. The Annexation Agreement for the swap of the land next to the Recreation Complex and Mohawk Park has been agreed to in principle and when ready will need to be officially approved and signed. The geo-tech, environmental and other studies have all been completed and other obligations have been met. The closing date for all properties is Friday, August 27, 2021. An overview of the properties was handed out to the members of the Board. The tear-down of the properties will take place after the annexation terms have been agreed too. The annexation agreement will be prepared and brought to the Park Board in September.

President Lange asked about the cell tower in Mohawk Park. Executive Director Ellmann said that the developer is legally obligated to provide access to the Tower.

390 Golf Experience Update

Executive Director Ellmann delivered the unfortunate news that 390 Golf Experience will not be opening to the general public on Friday, September 3 as originally planned. There are multiple circumstances beyond control, including the lack of available staff, that make it impossible to open and meet the standards for the facility established by the Staff and Board. Examples of the circumstances include material and equipment delivery delays, signage delays, and IT issues for both the facility and the food and beverage contractor. Staff are committed and have established a plan and are prepared to mobilize to work the plan.

Notifications are being sent out to members of the staff, the VIP guest list and to the public regarding the postponement of the Friends and Family Night, the VIP and Ribbon Cutting event and the Grand Opening.

Commissioner Pokorny commented that it is important to err on the side of caution as we open the new facility. Relative to the staff shortage, Commissioners asked about the possibility of a signing bonus and expressed concern over the wage, stating that some of the local "big box" stores are paying more. It was also suggested by Commissioner Sbertoli that golf benefits are considered. Executive Director Ellmann reminded the commissioners that golf benefits and other program and service benefits were included in the most recent personnel policy updates approved by the board. President Lange said that factories are paying \$15-\$18 and are still unable to get people to work. A variety of suggestions were provided and noted as marketing works with each department to continue to attempt to secure staff.

Upcoming Events:

Shape of Wood Dale – Wednesday, November 3

NEDSRA "Reach to the Stars" Banquet – Wednesday, November 10

11. Written Reports from Human Resources & Marketing Departments (Matthew Ellmann)

Executive Director Ellmann asked if there were any questions on these written reports and hearing none the meeting continued.

12. Finance & Administration Report (Katie Iraci)

- Year-to-date revenues are down, mostly due to less revenue from TopGolf than last year.
- Expenses are up approximately \$235,000 which is due to being more operational this year. Last year expenses were down due to the shutdown and a decrease in programming due to COVID-19.

13. Parks & Facilities Report (Ben Appler)

- The Parks Staff have been very involved in preparing 390 Golf Experience for opening. They are balancing that work with caring for parks and facilities.
- At 390, they are cleaning floors, patching walls, painting and caring for electrical and fire code compliance matters among many other things.
- Director Appler did further analyzation of the cost for sandblasting and painting The Beach pool. The approximate cost of the paint is \$1,540, labor is \$1,100 and rental of a sandblaster is \$600.
- They will also need to sandblast the water slide entry stairs when renting the equipment. The paint cost for this area is estimated at \$600.
- President Lange asked if the spa will re-open after COVID-19. Director Appler said it really depends on its condition. It has been idle for two years now so start-up could be an issue. He will keep the board informed.
- It was decided to discuss these projects when the Pool Operation Report is presented later this fall.

14. Golf Operations Report (Peter Pope)

390 Golf Experience updates

- The outside of 390 Golf Experience is looking better. The landscaping is coming together and looks very nice.
- The 390 logo is being installed on the doors and other areas throughout the facility.
- The point-of-sale counter is complete.
- TopTracer, the technology for the range, has been tested and is in working order.
- The new stair treads in the facility look good.
- Parks staff is cleaning floors and the carpeted areas.
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- The LED lighting project is done.
- Systems for ball washing and dispensing are up and running.
- There is an IT issue between the facility IT and Parlay IT that is being addressed.

Salt Creek Golf Club updates

- Events are still being booked, including weddings, golf outings and other assorted events. Renee has booked eight new events in the last month.
- A memorial was held for beloved Wood Dale resident, Sue Turco, this past weekend with over 300 people attending.
- Beverage cart revenue is down, but liquor sales are up.
- President Lange asked how we track what the net revenue is for the events. Director Pope commented that a profit/loss statement was being done for each event. The staff are catching up on the statements. The Food and Beverage Manager position is vacant, but this will be one of their responsibilities when the position is filled. The Board asked to receive some more detailed numbers regarding events, when staff has time to give this attention.
- Finance Staff prepare a monthly report that allocates costs to events such as administration, utilities, etc. Currently, Food, Beverages and Banquets are up approximately \$13,000 and Golf is down \$5,800.
- President Lange asked if the operation was, overall, profitable. Director Pope responded that the operation is profitable.
- With the large number of events, staff are purchasing capital items such as chairs and linens that were normally rented from an outside vendor. The purchases are paid off in a short amount of time, and beyond that point the rental to users of the facility has a greater contribution to the net revenue of the event.

15. Recreation Department Report (Jan Hincapie)

- Both age groups served by The Extended School program will be served at the Recreation Complex versus the older kids being housed at Westview School in School District #7. This change eliminates the need for the Intergovernmental Agreement to be signed by the Board or the School District which

is normally done this time of year. This change will allow parents with kids in both age groups to have one pick-up point, allows for the sharing of staff and supplies between the two age-groups and makes for more efficient supervision of the program.

- The Park District was notified by the Bensenville Wood Dale Football Cheer Association (BWFC) that the group will not be forming a team this year, due to insufficient registration. Staff have been contacted by a team from Bensenville to rent the fields. They are not an affiliate of the Park District so they will pay a regular rental rate unlike the BWFC affiliate who uses the field for free.
- Gym Stars ETC, the District's gymnastic contractor, had a fire at their facility so classes are suspended until repairs can be completed. Participants were refunded.
- Fall soccer league numbers are very low. One last marketing push is being done. Calls were made to former participants, but right now only one team may play.
- Supervisor Lynam presented a preliminary summary of finances at The Beach. The net loss of The Beach is estimated to be \$41,753 versus the \$60,260 that was budgeted. This is \$18,507 positive variance. Director Hincapie commended Supervisor Lynam on her efficient management of The Beach this summer. It was a difficult year, so to achieve this financially, was a great accomplishment. While revenues were substantially down, expenses were well-managed, which resulted in this improvement in actual versus budget. These numbers do not include utility expenses or FICA which are included in center 02-10. A detailed report for the facility will be presented to the Board in the September/October timeframe.

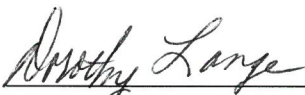
16. Commissioner Comments & Future Agenda Items for Consideration

- Commissioner Pokorny asked that the staff look into advertising/marketing banners for the track, and other facilities, and the installation of solar power at the facilities.

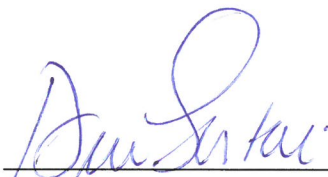
17. Adjournment

It was moved by Commissioner Pokorny, seconded by Commissioner Sbertoli, to adjourn the meeting at 8:09 PM ROLL CALL, ALL IN FAVOR, MOTION CARRIED

Board Member Signatures:



President



Secretary

"Serving the community with quality recreational experiences that provide a fun and healthy lifestyle."